

# COURSE ANALYSIS WORKSHEET

## Shaded areas to be completed by the Board

This form must be completed and submitted together with your course materials. The form is used to evaluate your course under the guidelines of the 2008 criteria. Complete all the areas that are **not** highlighted. The highlighted areas are to be completed by the Board. A primary currently approved course will not be renewed without this completed form. You must also submit, together with this form: a course description; timed course outline; learning objective; instructional materials and texts; examination and answer key; and instructor qualifications.

Any student who completed a course that is no longer approved, or for which this Course Analysis was not submitted, will be required to have the provider complete this form for each course taken and submit it together with: the course syllabus; course description; a timed course outline; sample examination; and the names of the texts ( and publisher) used. This form alone may **not** be used to obtain credit for a course that was never approved.

The form is segmented according to the requisite education outline topics and sub-topics (see The Real Property Appraisal Qualification Criteria, [www.appraisalfoundation.org](http://www.appraisalfoundation.org) ). Complete the information requested for each sub-topic under each outline topic. All the sub-topics of each of the outline topics must be covered in order to receive any credit for that specific topic.

<b>Course Name:</b>				
<b>Current Approval Number</b> (for existing courses):				
New Number:				
Reviewer:		Review Date:		
<b>Outline Topic: USPAP -</b>				
<b>Sub-topics</b>	<b>Hours</b>	<b>Material Reference (Chapter and page numbers)</b>	<b>Exam Reference (Exam item numbers)</b>	<b>Hours Awarded</b>
Preamble and Ethics Rules				
Standard 1				
Standard 2				
Standards 3 to 10				
Statements and Advisory Opinions				
<b>Total USPAP Hours</b>				

Outline Topic: <b>BASIC APPRAISAL PRINCIPALS - BAPRN</b>				
<b>Sub-topics</b>	<b>Hours</b>	<b>Material Reference (Chapter and page numbers)</b>	<b>Exam Reference (Exam item numbers)</b>	<b>Hours Awarded</b>
Real Property Concepts and Characteristics				
Legal Consideration				
Influences on Real Estate Values				
Types of Value				
Economic Principles				

Overview of Real Estate Markets and Analysis				
Ethics and How They Apply in Appraisal Theory and Practice				
<b>Total BAPRN Hours</b>				
<b>Outline Topic: BASIC APPRAISAL PROCEDURES - BAPRO</b>				
<b>Sub-topics</b>	<b>Hours</b>	<b>Material Reference (Chapter and page numbers)</b>	<b>Exam Reference (Exam item numbers)</b>	<b>Hours Awarded</b>
Overview of Approaches to Value				
Property Description				
Residential Applications				
<b>Total BAPRO Hours</b>				

Outline Topic: Residential Market Analysis and Highest and Best Use RMAH				
Sub-topics	Hours	Material Reference (Chapter and page numbers)	Exam Reference (Exam item numbers)	Hours Awarded
Residential Market and Analysis				
Highest and Best Use				
Total RMAH Hours				
Outline Topic: Residential Appraiser Site Valuation and Cost Approach RASVCA:				
Sub-topics	Hours	Material Reference (Chapter and page numbers)	Exam Reference (Exam item numbers)	Hours Awarded
Site Valuation				
Coast Approach				
Total RASVCA Hours				

<b>Outline Topic: Residential Sales Comparison and Income Approaches RSCIA</b>				
<b>Sub-topics</b>	<b>Hours</b>	<b>Material Reference (Chapter and page numbers)</b>	<b>Exam Reference (Exam item numbers)</b>	<b>Hours Awarded</b>
Valuation Principals and Procedures – Sales Comparison Approach				
Valuation Principals and Procedures – Income Approach				
Finance and Cash Equivalency				
Financial Calculator Introduction				
Identification, Derivation and Measurement of Adjustment				

Gross Rent Multipliers				
Partial Interests				
Reconciliation				
Residential Applications				
<b>Total RSCIA Hours</b>				

<b>Outline Topic: Residential Report Writing and Case Studies RRW</b>				
<b>Sub-topics</b>	<b>Hours</b>	<b>Material Reference (Chapter and page numbers)</b>	<b>Exam Reference (Exam item numbers)</b>	<b>Hours Awarded</b>
Writing and Reasoning Skills				
Common Writing Problems				
Form Reports				
Report Options and USPAP Compliance				
Case Studies				
<b>Total RRW Hours</b>				
<b>Outline Topic: Statistics, Modeling and Finance SMF</b>				
<b>Sub-topics</b>	<b>Hours</b>	<b>Material Reference (Chapter and page numbers)</b>	<b>Exam Reference (Exam item numbers)</b>	<b>Hours Awarded</b>
Valuation Models (AMV's and Mass Appraisal)				
Real Estate Finance				
<b>Total SMF Hours</b>				

<b>Outline Topic: Advance Residential Applications and Case Studies - ARACS</b>				
<b>Sub-topics</b>	<b>Hours</b>	<b>Material Reference (Chapter and page numbers)</b>	<b>Exam Reference (Exam item numbers)</b>	<b>Hours Awarded</b>
Complex Property, Ownership and Market Conditions				
Deriving and Supporting Adjustments				
Residential Market Analysis				
Advance Case Studies				
<b>Total ARACS Hours</b>				
<b>Topic: General Appraiser Market Analysis and Highest and Best Use GAMA</b>				
<b>Sub-topics</b>	<b>Hours</b>	<b>Material Reference (Chapter and page numbers)</b>	<b>Exam Reference (Exam item numbers)</b>	<b>Hours Awarded</b>
Real Estate Market Analysis				
Highest and Best Use				
<b>Total GAMA Hours</b>				



Outline Topic: General Appraiser Sales Comparison Approach GASCA				
Sub-topics	Hours	Material Reference (Chapter and page numbers)	Exam Reference (Exam item numbers)	Hours Awarded
Value Principals				
Procedures				
Identification and Measurement Adjustments				
Reconciliation				
Case Studies				
Total GASCA Hours				

Outline Topic: General Appraiser Site Valuation and Cost Approach GASVCA				
Sub-topics	Hours	Material Reference (Chapter and page numbers)	Exam Reference (Exam item numbers)	Hours Awarded
Site Valuation				
Cost Approach				
Total GASVCA Hours				

Outline Topic: General Appraiser Income Approach GAIA				
Sub-topics	Hours	Material Reference (Chapter and page numbers)	Exam Reference (Exam item numbers)	Hours Awarded
Overview				
Compound Interest				
Lease Analysis				
Income Analysis				
Vacancy and Collection Loss				
Estimating Operating Expenses and Reserves				
Reconstructed Income and Expense Statement				

Stabilized Net Operating Income Estimate				
Direct Capitalization				
Discounted Cash Flow				
Yield Capitalization				
Partial Interest				
Case Studies				
Total GAIA Hours				

Outline Topic General Appraiser Report Writing and Case Studies GARW				
Sub-topics	Hours	Material Reference (Chapter and page numbers)	Exam Reference (Exam item numbers)	Hours Awarded
Writing and Reasoning Skills				
Common Writing Problems				
Report Options and USPAP Compliance				
Case Studies				
<b>Total GARW Hours</b>				
Name of person completing this form:				

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Signature of Provider Authorized Agent